



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, November 8, 2023 - 5:30 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Dale Speights, Commissioner

I. PRELIMINARY BUSINESS

ACTION

- | | |
|--|----------|
| A. Approve Minutes of Regular Meeting – October 11, 2023 | 22-23/24 |
| B. Approve Minutes of Special Meeting – October 24, 2023 | 23-23/24 |

II. PUBLIC COMMENTS

- A. Comments Referencing Items on the Agenda
- B. Comments Referencing Non-Agenda Items

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

III. CONSENT AGENDA

ACTION

- | | |
|--|----------|
| A. Approve Consent Agenda | 24-23/24 |
| 1. Ratification of Eligibility Lists
(Open, Substitute, Promotional Recruitments) | |
| 2. Extension of Eligibility Lists | |
| 3. Nullification of Eligibility Lists | |
| 4. Ratification of Transfer | |

IV. NEW BUSINESS

ACTION

- | | |
|--|----------|
| A. Approve 2022 – 2023 Personnel Commission Annual Report | 25-23/24 |
| B. Approve Provisional Appointment - Risk Manager | 26-23/24 |
| C. Approve Eligibility Lists with Fewer Than Three Ranks
Paraeducator/LVN | 27-23/24 |

V. INFORMATION/COMMENTS

- A. Recruitment/Staffing Updates
- B. Commissioner Comments

VI. RECESS TO CLOSED SESSION

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.

1. Confidential/Personnel Matters

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.

1. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: December 13, 2023 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission
Palmdale School District
MINUTES OF OCTOBER 11, 2023, REGULAR MEETING

37230 37th Street East, Room 125
Palmdale, CA 93550

The Personnel Commission Chairperson called the meeting of the Personnel Commission to order at 5:30 P.M., followed by the Pledge of Allegiance led by Commissioner Thompson.

ROLL CALL:

Member(s) Present: Mrs. Kathleen Duren, Chairperson
 Mrs. Deneese Thompson, Vice Chairperson
 Mr. Dale Speights, Member

Staff Present: Ms. Mary Theus, Personnel Commission Director
 Mrs. Esthefany Iraheta, Administrative Secretary

PRELIMINARY BUSINESS

- A. The Personnel Commission took action to approve the minutes recorded at the September 13, 2023, regular meeting. The item passed unanimously.

Motion:	Deneese Thompson	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

PUBLIC COMMENTS

- A. **Referencing Agenda Items**

There were no comments.

- B. **Referencing Non-Agenda Items**

Darrell Sepolen, Custodian I at Desert Rose Elementary, thanked the Commission for the opportunity to speak. He shared his recent experience being denied a promotional interview for Custodian II to fill a vacancy at his current site. He was told by Commission staff that he is no longer eligible due to the expiration date of his placement on the eligibility list. Yet, he was under the assumption that he was merged to a new list that would extend his eligibility. He was not aware that his eligibility was expiring so that he can retest to qualify for future interviews. After speaking with an analyst, he recognized his misunderstanding of the process. However, he would like a process to notify current employees when their eligibility nears expiration so that they can reapply again, and maybe allow current employees to be eligible on a list for at least two years.

Mr. Sepolen also shared that he has interviewed 12 times over several years and has not been selected for promotion. He thought that negative information may be in his personnel file that is preventing him from a promotion, so he requested a copy of his file. He provided a packet of information to the Commission containing recent email communication from Commission staff regarding his placement on the eligibility list, performance evaluations, leave data, and letters of recommendation. He again expressed his disappointment of not being eligible to interview for promotion at his current site, and confusion on why he was not considered for any position during the 12 times interviewed as there is no negative information in his personnel file. He thanked the Commission for hearing his comments and considering his request.

Kathy Seraile, a retired Custodian II employee from Desert Rose Elementary, spoke in favor of Darell Sepolen and his contributions to the school site and District. She commented that she doesn't understand how Mr. Sepolen has interviewed 12 times and still has not been chosen when he does such an excellent job at the site. She asked the Commission to further review this matter.

Alisia Dean, Child Nutrition Assistant I at Desert Rose Elementary, also commented to support Darrell Sepolen. She shared what a great employee he has been at the school. He supports the school and staff by being more than just a custodian, he is a positive male role model and a mentor hero to the students. He serves the District well, and more of this is needed at all schools. He deserves an opportunity.

Commissioner Duren asked Ms. Theus if the Personnel Commission Rules and Regulations are still posted on the district website. Ms. Theus confirmed that it is. Commissioner Duren stated, in order to help our employees, she requested Ms. Theus to agendaize this topic for a future meeting to discuss ways to ensure employees know the rules and how to locate the appropriate rule for understanding of procedures.

CONSENT AGENDA

- A. The Personnel Commission took action to approve the Consent Agenda to ratify, extend, and nullify eligibility lists, and ratify transfers. The item passed unanimously.

Motion:	Deneese Thompson	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

NEW BUSINESS

- A. **Approval of the Eligibility List with Fewer Than Three Ranks
Paraeducator/LVN**

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Paraeducator/LVN. The item passed unanimously.

Motion:	Deneese Thompson	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

- B. **Approval of the Eligibility List with Fewer Than Three Ranks
Bilingual ECE Teacher Assistant**

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Bilingual ECE Teacher Assistant. The item passed unanimously.

Motion:	Deneese Thompson	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

INFORMATION/STAFF COMMENTS

- A. **LEADERSHIP TEAM COMPENSATION FOR CLASSIFIED SUPERVISOR
AND OCCUPATIONAL THERAPIST UPDATE**

Ryan Beardsley, Assistant Superintendent of Human Resources, explained the District's proposal concerning the salary range for incumbents within the Classified Supervisor Leadership Team and salary

reallocation. He proposed increasing their current salary range to a level commensurate with that of the Classified Assistant Director or consider moving them to the top of the confidential range, which places them at the same range as the Executive Assistant to the Superintendent. The Classified Supervisors are currently compensated at the same level as Executive Assistant-Confidential, which is at a lower level than the upper ranges of the CSEA salary schedule. Commissioner Duren asked Ms. Theus when the last compensation review occurred. Ms. Theus replied that it occurred in the 2015/2016 year. Commissioner Duren said it is time to do another review. She also asked Mr. Beardsley and Dr. Frances Ufodu, Chief Business Officer, to come back when the item is agendaized to further discuss the proposed salary reallocation for the Supervisor Leadership Team.

Mr. Beardsley also updated the Commission on the \$10,000 retention bonus for Occupational Therapists. The Board of Trustees are in favor of the bonus, and increasing the signing bonus for newly hired Occupational Therapists to the same amount.

B. RECOMMENDATION FOR ACCELERATED HIRING PAY RATE

Ms. Theus explained that recruitment efforts for the paraprofessional classes continue to be challenging and offering a rate up to the midpoint of the appropriate range on the salary schedule may enhance candidate response for employment. Some applicants are disappointed when they are told that everyone is hired at step one of the salary schedule. Ms. Theus stated that the Personnel Commission rules and CBA provide for an advanced rate. She suggested that the Commission consider the initial rate to be accelerated at step 2 but not to exceed step 3 based on applicant experience. Commissioner Duren asked Dr. Ufodu, Chief Business Officer, if from a funding aspect this was a possibility to consider. Dr. Ufodu confirmed that the District would support this. Commissioner Duren asked for a study session on this topic for future meeting.

C. BUDGET/EXPENSE REVIEW

Salary and operational expenses to date were presented for review. Commissioner Duren asked if everything is going well with the budget even with inflation. Ms. Theus responded that they are on track so far. Commissioner Duren also asked if a leadership salary study can be done in-house instead of hiring a company. Ms. Theus confirmed that a study can be done by staff.

D. RECRUITMENT/STAFFING UPDATES

Ms. Theus outlined staff recruitment and testing activities. A copy is included as part of the official minutes. She shared staffing details for the period of September 12 through October 10, 2023, noting the following: 13 new hires; 6 promotions; 12 substitutes processed for regular employment, and 10 resignations. She also mentioned the outcome of the recent hiring event for the Child Nutrition Assistant I position. Approximately 100 applicants were invited for the event, 50 participated, and 35 were extended offers of employment and accepted. 77 employees are in process overall for employment to various positions.

E. COMMISSIONER COMMENTS

The Commission thanked the audience members for attending the meeting and welcomes their attendance at future meetings. Ms. Theus reminded the Commission of the upcoming Wellness Event at Palmdale Academy Charter School and the AAPAC Cookout at Buena Vista. Commissioner Thompson asked if that information can be sent to them by email, and Ms. Theus agreed she would provide the information.

RECESS TO CLOSED SESSION

Pursuant to Government Code Section 54957, the Commission recessed to a Closed Session at 6:04 p.m. and reconvened to Open Session at 6:33 p.m. There was no action taken to report out.

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled November 08, 2023, at 5:30 p.m., Site 18 location; 37230 37th Street East, Room 125, Palmdale CA 93550.

ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Duren, the meeting adjourned at 6:34 p.m.

Kathleen Duren
Chairperson

Deneese Thompson
Vice - Chairperson

Mary Theus
Director, Personnel Commission

Dale Speights
Member

REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

RECRUITMENT UPDATE

OPEN RECRUITMENTS

AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
Certified Occupational Therapy Assistant	Continuous
ECE Teacher Assistant	Continuous
Mental Health Intensive Case Manager	Continuous
Noon Duty/Campus Assistant	10/17/2023
Occupational Therapist	Continuous
Paraeducator Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Personnel Administrative Clerk II	10/27/2023
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant I	Continuous

EXAMINATION

Administrative Secretary	9/20, 9/21/2023; 10/05/2023 (oral)
Child Nutrition Assistant III	10/16/2023
Crossing Guard	10/13, 10/17/2023
Custodian I	10/11, 10/13, 10/17/2023
ECE Teacher Assistant/Bilingual	9/26/2023
Family Services Advocate	9/27/2023; 10/11/2023 (oral)
Paraeducator/LVN	9/26/2023 (oral); 10/4/2023; 10/18/2023
Paraeducator Moderate to Severe	10/4/2023; 10/10/2023 (oral); 10/18/2023
School Secretary	10/3/2023; 10/17/2023 (oral)
Special Education Instructional Assistant	10/4/2023; 10/10/2023 (oral); 10/18/2023
Student Interventionist	9/19/2023; 10/5/2023 (oral)

Personnel Commission
Palmdale School District
MINUTES OF THE SPECIAL MEETING OF OCTOBER 24, 2023
37230 37th Street East, Room 125
Palmdale, CA 93550

The Personnel Commission Chairperson called the meeting of the Personnel Commission to order at 10:30 A.M., followed by the Pledge of Allegiance led by Commissioner Thompson.

ROLL CALL:

Member(s) Present: Mrs. Kathleen Duren, Chairperson
 Mrs. Deneese Thompson, Vice-Chairperson
 Mr. Dale Speights, Commissioner

Staff Present: Ms. Mary Theus, Personnel Commission Director
 Mrs. Esthefany Iraheta, Administrative Secretary

PUBLIC COMMENT

- A. There were no comments referencing agenda items.

PRESENTATION

A. Specialty Trip Driver

Francisco Padilla, Director of Transportation, presented information regarding Specialty Trip Driver classification. In his presentation, key points were outlined to address the Commission's previous concerns regarding the position as well as justification for the position, funding, and ways in which the position will serve the District and other agencies.

The District purchased five school buses, four with 48 capacity seating (two passengers per seat), and one wheelchair transit school bus with 73 capacity seating (three passengers per seat) with room for three wheelchairs. He stressed that they are yellow school buses with charter seating, but are not charter buses. All buses have air conditioning and Wi-Fi connection, significant overhead storage to accommodate passenger belongings, and a full underneath storage compartment for storage of larger materials/equipment, such as coolers, band instruments, cases of bottled water, backpacks, luggage, etc.

Mr. Padilla provided examples of groups that can utilize the activity trip services: schools and universities, camps and youth group organizations, charitable and non-profit organizations; government and military organizations, businesses and corporations, and church groups. Specialty Trip Drivers who are licensed to operate large transit school buses, will transport passengers for long-distance activity field trips to out of the area locations, such as amusement parks, graduations and proms, sporting events, camps, civic events, conventions, etc.

Neighboring school districts and other agencies can rent transportation services for their activity trips at a more affordable rate than what they currently pay other bus companies, and have expressed interest in doing so for their long-distance activity trips. Examples of rates were shown from other bus companies to support the claim. Mr. Padilla stated that other Districts and agencies are wanting the service now, but have been told that services are not yet available.

Personnel Commission
Palmdale School District
MINUTES OF THE SPECIAL MEETING OF OCTOBER 24, 2023
37230 37th Street East, Room 125
Palmdale, CA 93550

Mr. Padilla conveyed that bus operations for the activity trips will not negatively impact the District's current contracted provider for student transportation. If regular routes for student transportation are not covered by the provider, the Specialty Trip Drivers can assist to cover those routes.

In addition to the five activity trip buses, four additional buses will be used as learning buses (classrooms on wheels) to focus on Health, Library, Science, and Technology curriculum. School administrators can schedule the buses for their school. Other districts or community organizations can rent the learning buses as well.

Mr. Padilla mentioned that when drivers have down time, they will clean and detail buses, cover student transportation routes as needed, and participate in inservice trainings led by he and his management team who are certified instructors for bus driver trainings. He concluded his presentation by stating that the drivers will provide professional services wearing uniforms to represent the District in a positive light. He displayed a sample of the uniform. He asked the Commission if they had any questions.

Commissioner Speights asked if the learning buses will be offered to schools year-round. Mr. Padilla confirmed that use of the learning buses will be scheduled year-round and around activity trips. All services mentioned in the presentation will have no impact on the general fund due to the anticipated profits. Commissioner Speights thanked him for his presentation and for a better understanding of the position.

Commissioner Thompson shared that she is very happy to know that any monies generated from these services will stay with the Palmdale School District.

Commissioner Duren thanked Mr. Padilla for his wonderful, detailed presentation. She stated that he answered all the of questions and concerns the Commission had regarding the position. She did ask that he clarify the number of buses that were purchased or will be used for all activities mentioned. Mr. Padilla stated there will be a total of 9 buses; five for the activity trips and four learning buses. The Specialty Trip Driver position will be responsible for driving all buses. After the question and answer period, the Commission moved on to the next agenda item.

UNFINISHED BUSINESS

A. Approve New Classification – Specialty Trip Driver

- i. The Personnel Commission took action to approve the new classification of Specialty Trip Driver, job description and salary placement at Range 34 of the classified salary schedule.

Motion: Dale Speights
Second: Deneese Thompson

Vote:	Kathleen Duren	Aye
	Dale Speights	Aye
	Deneese Thompson	Aye

Personnel Commission
Palmdale School District
MINUTES OF THE SPECIAL MEETING OF OCTOBER 24, 2023
37230 37th Street East, Room 125
Palmdale, CA 93550

- ii. The Personnel Commission took action to approve the new Transportation series job family.

Motion:	Deneese Thompson	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

CLOSED SESSION

The Commission did not recess to a Closed Session, pursuant to Government Code Section 54957.

ADJOURNMENT

On a motion by Commissioner Thompson and second by Commissioner Duren, the meeting adjourned at 10:59 a.m.

Kathleen Duren
Chairperson

Deneese Thompson
Vice Chairperson

Mary Theus
Director, Personnel Commission

Dale Speights
Member

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 08, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
November 8, 2023**

SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute Administrative Clerk	09/13/2023	09/20/2023	10/03/2023, 10/25/2023- 10/27/2023	50	36	17	19	1	1	1	10/02/2023
Substitute Crossing Guard	09/13/2023	10/04/2023	10/05/2023	24	16	4	12	N/A	4	4	10/05/2023
Substitute ECE Teacher Assistant	07/05/2023	10/20/2023	10/25/2023	13	4	3	1	N/A	3	3	10/26/2023
Substitute Paraeducator Moderate-Severe	08/08/2023	Continuous	10/06/2023	7	6	4	2	N/A	2	2	10/06/2023
Substitute Special Ed. Instructional Asst.	08/08/2023	Continuous	10/06/2023	11	11	1	10	N/A	0	N/A	N/A

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Director, Personnel Commission
November 8, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 08, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

Palmdale School District
Personnel Commission
November 8, 2023

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Administrative Secretary	06/01/2023	06/21/2023	09/20/2023 09/21/2023	10/05/2023	97	58	27	31	13	13	11	11	10/05/2023	10/04/2024	No	10
Bilingual ECE Teacher Assistant	07/05/2023	Continuous	10/25/2023	N/A	27	2	1	1	N/A	1	N/A	1	10/25/2023	10/24/2024	*Yes	3
Child Nutrition Assistant I – revised	08/11/2023	08/31/2023	10/19/2023	N/A	1	1	1	0	N/A	1	N/A	1	10/25/2023	10/24/2024	*Yes	12
Child Nutrition Assistant III	08/02/2023	Continuous	09/19/2023	10/04/2023	63	16	13	3	N/A	6	5	5	10/04/2023	10/03/2024	*Yes	8
Child Nutrition Assistant III	08/02/2023	10/05/2023	10/16/2023	10/25/2023	51	8	6	2	N/A	2	2	2	10/25/2023	10/24/2023	*Yes	9
Crossing Guard	09/19/2023	10/10/2023	10/13/2023 10/17/2023	N/A	204	122	59	63	N/A	49	N/A	49	10/20/2023	10/19/2024	*Yes	12
Custodian I	09/13/2023	10/03/2023	10/11/2023	N/A	161	61	41	20	N/A	33	N/A	33	10/19/2023	10/18/2024	*Yes	11
Family Services Advocate	08/18/2023	09/07/2023	09/27/2023	10/11/2023	40	8	7	1	3	2	1	1	10/11/2023	10/10/2024	*Yes	5
Noon Duty/Campus Assistant	09/26/2023	10/17/2023	10/20/2023 10/24/2023	N/A	206	182	106	76	N/A	98	N/A	98	10/30/2023	10/29/2024	*Yes	11
Paraeducator Moderate-Severe	05/17/2023	Continuous	09/14/2023 09/20/2023 09/26/2023 10/04/2023	10/10/2023	44	14	9	5	N/A	9	8	8	10/11/2023	10/10/2024	*Yes	12
Special Ed. Instructional Assistant	05/22/2023	Continuous	09/12/2023 09/14/2023 09/20/2023 09/26/2023 10/04/2023	10/10/2023	34	33	21	12	N/A	15	12	12	10/11/2023	10/10/2024	*Yes	22
Student Interventionist	08/02/2023	08/22/2023	09/19/2023	10/05/2023	57	8	3	5	N/A	3	2	2	10/09/2023	10/08/2024	*Yes	5

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.
The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Director, Personnel Commission
November 8, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE November 08, 2023 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Benefits/Payroll Clerk	12/13/2022	12/12/2023	06/12/2024
District Receptionist	11/30/2022	11/29/2023	05/12/2024
Purchasing Technician	11/15/2022	11/14/2023	05/14/2024

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be extended for a period of six months.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE November 08, 2022 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Bilingual ECE Teacher Assistant	10/05/2023	10/04/2024
Child Nutrition Assistant I	09/15/2023	09/14/2024
Child Nutrition Assistant III	08/22/2023	08/21/2024
Crossing Guard	08/11/2023	08/10/2024
Custodian I	11/08/2022	11/07/2023
Family Services Advocate	07/21/2023	07/20/2024
Noon Duty/Campus Assistant	07/07/2023	07/06/2024
Paraeducator/LVN	09/26/2023	09/25/2024
Paraeducator Moderate-Severe	09/07/2023	09/06/2024
Special Education Instructional Assistant	09/07/2023	09/06/2024
Student Interventionist	05/22/2023	05/21/2024

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be nullified.

MT:eai
24-23/24

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 08, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

STATUS

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers and Reassignments
11/8/2023

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Alcala, Jessica	10/17/2023	From Child Nutrition Assistant I (MQ) 3.0 hrs/182 days, to Instructional Assistant I (MQ) 5.75 hrs/182 days	Voluntary demotion Replacement for Georgina Lopez
b. Dumas, LaTijera S.	10/9/2023	Special Ed. Instructional Assistant I, from (QV) to (CA) 6.5 hrs/182 days	Reassignment; elimination of position Replacement for Rosa Barrios
c. Fawkes, Lori	10/12/2023	From Inventory/Procurement Specialist (Ch Nutr) to Assistant Director, Child Nutrition (Ch Nutr) 8.0 hrs/12 mo.	Promotion Replacement for Nicole Sewalson
d. Haro, Sergio	10/24/2023	Instructional Assistant I, from (MQ) 5.75 hrs/182 days, to (GP) 7.0 hrs/182 days	Increase by seniority Growth
e. Henry, Shaharah	10/16/2023	Instructional Assistant I, from (QV) to (JH) 7.0 hrs/182 days	Transfer Replacement for Jazmin Valencia Palafox
f. Johnson, Desiree M.	10/27/2023	From Special Ed. Instructional Assistant I (DC) 6.5 hrs/182 days, to Paraeducator Moderate to Severe (CM) 6.5 hrs/182 days	Promotion Growth
g. Lopez Ramos, Michelle	10/02/2023	Bilingual Typist Clerk, from (BV) to (DGM) 5.75 hrs/182 days	Voluntary transfer Replacement for Ana Chaparro
h. Marshall, Eve	10/06/2023	Instructional Assistant I, from (BV) 5.75 hrs/182 days, to (MQ) 7.0 hrs/182 days	Increase by seniority Growth
i. Martinez Martinez, Adriana	10/11/2023	Special Ed. Instructional Assistant I, from (First Steps) to (First Steps) 5.75 hrs/182 days	Reassignment; elimination of position Replacement for Ashley Seymour
j. Martinez, Teresita	10/25/2023	From Translator (Ed. Svcs) 8.0 hrs/12 mo., to Special Ed. Instructional Assistant I (BV) 6.5 hrs/182 days	Demotion Growth
k. Mejia, Veronica	10/09/2023	From Noon Duty/Campus Assistant (SW) 5.75 hrs/182 days, to Special Ed. Instructional Assistant I (DC) 5.75 hrs/182 days	Promotion Replacement for Denise Martinez
l. Miller, Marisa	10/09/2023	Child Nutrition Assistant II, from (BS) to (OC), 5.75 hrs/182 days	Voluntary transfer Replacement for Julia Zepeda
m. Mino Escobar, Alina	10/02/2023	From Bilingual Instructional Assistant (PT) 5.75 hrs/182 days, to Crossing Guard (Transp) 2.0 hrs/182 days	Demotion Replacement for Janique Douglas
n. Navarro, Claudia C.	10/9/2023	Child Nutrition Assistant I, from (PLP) to (PACS) 3.0 hrs/182 days	Voluntary transfer Replacement for Maria Medina
o. Phanhsy, Susan	10/24/2023	From Personnel Administrative Clerk (H.R.) 8.0 hrs/12 mo., to Administrative Secretary (SpEd) 8.0 hrs/182 days	Promotion Growth

Transfers and Reassignments**11/8/2023**

p. Reinoso, Michelle	10/05/2023	Paraeducator Moderate to Severe, from (YN) to (YN) 7.0 hrs/182 days	Reassignment; elimination of position Replacement for Flor Montalban
q. Rios, Elsa U.	10/03/2023	From Bilingual Administrative Secretary (Sp Ed) to Accounting/Data Processing Technician (Sp Ed) 8.0 hrs/12 mo.	Promotion Growth
r. Vargas, Alejandra	10/16/2023	From Custodian I (PACS) to Custodian II (DR) 8.0 hrs/12 mo.	Promotion Replacement for Kathy Seraile

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	November 08, 2023		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE THE 2022-2023 PERSONNEL COMMISSION ANNUAL REPORT		

BACKGROUND

Each year, an annual report of the Personnel Commission is brought for review subject to approval by November 30th per Education Code 45266 and Personnel Commission Rules and Regulations.

STATUS

The Annual Personnel Commission report prepared for 2022-2023 is attached.

RECOMMENDATION

It is recommended that the Personnel Commission approve the report as presented.

The Merit System

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the California Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code sections 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

The Personnel Commission

The Personnel Commission is an independent body authorized by the state to be responsible for certain personnel matters affecting classified school employees. It is composed of three members who must be registered voters, reside within the Palmdale School District boundaries, and are known adherents of the Merit System and the principles on which the system is based. Each member is appointed for three-year staggered terms. One commissioner is appointed by the Board of Education, one is appointed by the classified employee service, and the third commissioner is jointly appointed by the other two commissioners. A Personnel Commissioner may not be an employee of the same district or a board member of the same school district or the same county board of education.

The Personnel Commission has three core responsibilities as defined by the California Education Code:

- ❖ Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
- ❖ Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
- ❖ Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

The Personnel Commission Rules and Regulations

The Personnel Commission adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration. These procedures apply to all classified personnel; those represented by the California School Employees Association ("CSEA") Chapter 296, confidential, supervisory, and management.

Our Mission

The mission of the Palmdale School District Personnel Commission and its staff is to complement student learning and achievement through its endeavors to, 1) attract, recruit, select, and retain a qualified talented workforce, 2) employ and promote based on the basis of merit and fitness, 3) adhere to Merit System principles and the Personnel Commission Rules and Regulations in alignment with the California Education Code, the Board of Education's policies and strategic plans, bargaining contracts, and other pertinent laws, 4) serve and support the classified service as well as effectively collaborate with the Board, Administration, and classified school employee representatives, and 5) disseminate information and provide resources to our employees and the community.

Personnel Commission Responsibilities

The Education Code sections 45220 through 45320 and pertinent sections of the Government Code stipulate authority for functions of the Personnel Commission.

- ❖ Ensure equal pay for work of equal value.
- ❖ Prescribe, amend, and interpret, rules to ensure the efficiency of the classified service and the selection and retention of employees on the basis of merit and fitness.
- ❖ Classify positions by allocating to appropriate classes and arranging classes into occupational hierarchies (job categories) on the basis of assigned duties and responsibilities.
- ❖ Establish and certify eligibility lists for appointment or promotion.
- ❖ Recommend salaries for the classified service to the governing board.
- ❖ Conduct investigations and hearings on appeals of disciplinary actions and other matters against any permanent employee within the classified service and within the Commission's authority. The Commission may elect to appoint a hearing officer to conduct the proceedings. A probationary employee does not have the right of appeal.
- ❖ Budget and disburse funds for the orientation, training, retraining, and development of its staff.

Personnel Commissioners



Kathleen Duren - Board Appointee

Commissioner Duren was appointed by the Board in November 2019 to fill a three-year term vacated by Mr. Don Wilson. Mrs. Duren previously served from 2016 to 2019 as the CSEA appointed member. She retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served as a member of CSEA's Executive Board and was a job steward. She has served the District in many different capacities including the classification committee, benefits committee, and various other committees/foundations. As a retiree of the district with more than 20 years of service, her days are spent supporting the Merit System and serving as a member of other governing boards.



Dale Speights - CSEA Appointee

Commissioner Speights was appointed by CSEA in December 2019. Mr. Speights served the district for many years as a classified employee. He also dedicated time to CSEA Chapter 296 as a member of the Executive Board serving in several capacities. Mr. Speights retired from the district in 2015 with more than 20 years of service. He enjoys traveling, spending time with his children and grandchildren, and his role as a Personnel Commissioner.



Deneese Thompson - Commission Appointee

Commissioner Thompson was appointed to the Personnel Commission in December 2015. She is the joint appointee of the two Commissioners. Mrs. Thompson was a volunteer in the Palmdale School District for many years. She gained employment with the District and served as an Instructional Assistant and Media Center Clerk, and retired from the District as a School Secretary. Her retirement days are spent volunteering in a middle school and high school attended by her grandson. She served as the Area Director for Special Olympics Antelope Valley and supervised the athletic training of 300 athletes with intellectual disabilities.

Meetings Held: 12 Regular and 2 Special Meetings

*37230 37th Street East
Palmdale, CA 93550
Office: (661) 285-2902 Fax: (661) 285-2137*

Recruitment and Selection

Recruitment, assessment, and selection activities are in accordance with provisions of the Education Code and other applicable laws, as well as our Rules and Regulations. 106 eligibility lists were certified during the 2022-2023 year. There were 86 promotions, and 281 new employees that joined the PSD team.

Standard Recruitment			
CATEGORIES	2020-2021	2021-2022	2022-2023
Recruitment Postings*	47	47	107
Posting Hits (public views)	83,926	160,065	211,292
Applications Submitted	2,802	5,805	8,107
Examinations Conducted			
Written	50	182	219
Performance	19	60	57
Proficiency (Basic Skills)	16	49	68
Oral (QAI)	46	58	90
Eligibility Lists Certified*	52	68	106
Candidates on Eligibility Lists	404	524	1,003

*Includes continuous recruitments

Substitute/Casual Recruitment			
CATEGORIES	2020-2021	2021-2022	2022-2023
Substitute/Casual Recruitments *	28	32	11
Job Posting Hits (public views)	23,459	44,451	13,800
Applications Submitted **	796	1,309	271
Examinations Conducted	34	93	23
Candidates Qualified/Referred **	175	256	136
(standard recruitment referrals)	n/a	322	252

*Includes continuous recruitments

** Substitutes are primarily referred from standard recruitments

Employee Appointments			
CATEGORIES	2020-2021	2021-2022	2022-2023
New Employees	70	148	281
Substitute/Casual to Regular	32	55	41
Promotions	39	67	86
Transfers	28	67	58
Reassignments	24	40	33
Lateral Appointments	4	2	2
Reemployment/Reinstatements	7	19	34
Seniority Offers for Increased Work Hours and/or Work Year	13	55	41
Voluntary/Involuntary Demotions	4	9	7
Provisional Appointments	0	0	4

Revised Class Descriptions	New Class Descriptions
Certified Occupational Therapy Assistant Risk Manager	Personnel Administrative Clerk II Purchasing Technician

Reclassifications
<i>The basis for reclassification of a position must be the gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. The Personnel Commission has final approval authority and prescribes the effective date for the reclassification. There were no reclassifications processed for the 2022-2023 year.</i>

Disciplinary Appeals
<i>A permanent employee has the right to appeal disciplinary action taken against him/her by the Board of Trustees, if such action is believed to be unjustified. The Personnel Commission may sustain, reject, or modify the disciplinary action invoked against the employee, but cannot provide for discipline more stringent than that invoked by the Board. The Commission conducted one disciplinary hearing of appeal for the 2022-2023 year.</i>



Hires by Divisions and School Sites			
DIVISIONS	2020 - 2021	2021 - 2022	2022-2023
Business Services	28	51	112
Early Childhood	25	16	28
Educ. Services	1	1	4
HR. / Pers. Comm.	5	8	4
School Sites	156	275	211
Sp Ed/Student Svcs	6	7	93

Data for divisions and school site appointments represent new hires, promotions, rehires/reinstatements, transfers, and substitutes hired for regular employment.

Applicant Responses to Advertising Sources			
SOURCES	2020 - 2021	2021 - 2022	2022-2023
Billboard/Radio	-	3%	4%
District Employee	15%	14%	13%
District Web/ Bulletin	33%	32%	34%
EDD Office	0%	1%	1%
Internet Sites	27%	24%	22%
Prof'l Publications	4%	7%	7%
Other	20%	18%	18%
Walk-In	1%	1%	1%

New Employee Appointments by Class		
Accounting Clerk II (2)	Administrative Clerk I (1)	Administrative Clerk II (1)
Assistant Director Maintenance and Operations (1)	Benefits/Payroll Clerk (1)	Bilingual Administrative Clerk II (1)
Bilingual Early Childhood Educ. Teacher Assistant (3)	Bilingual Instructional Assistant (1)	Bilingual Typist Clerk (8)
Campus Security Assistant (2)	Certified Occupational Therapy Assistant (1)	Child Nutrition Assistant I (22)
Child Nutrition Assistant III (7)	Crossing Guard (32)	Custodian I (7)
Early Childhood Education Nutrition Facilitator (1)	Early Childhood Education Teacher Assistant (3)	Family Health Provider (2)
Family Services Advocate (1)	Grounds/Utility Maintenance Worker II (3)	Health Assistant LVN (2)
Instructional Assistant (47)	Library Aide (4)	Maintenance Worker II (3)
Noon Duty/Campus Assistant (38)	Paraeducator LVN (3)	Paraeducator Moderate to Severe (27)
Parent/Community Liaison (9)	Social Emotional Learning Specialist (4)	Special Education Instructional Assistant (38)
Student Interventionist (5)	Warehouse Worker/Delivery Driver (1)	



Barrel Springs Elementary Patricia Fehribach School Secretary	Cactus Magnet Academy Rosa Prado Noon Duty/Campus Assistant	Chaparral Elementary Melina McMahon Library Aide	Cimarron Elementary Johann Duda Noon Duty/Campus Assistant
David G. Millen Magnet Academy Monica Victoria Campus Security Assistant	Desert Rose Elementary Kathy Seraile Custodian II	Desert Willow Magnet Academy Vanessa Ibarra Bilingual School Secretary	Dos Caminos Dual Immersion Zoila Merino Bilingual Typist Clerk
First Steps Special Ed. Preschool Shamecca Carter Special Ed. Instructional Assistant	Golden Poppy Elementary Mark Eggert Technology Support Liaison	Health Services Amanda Alvarado Administrative Secretary	Innovations Academy Janet Carcamo Custodian II
Joshua Hills Elementary Carresquell Johnson Special Ed. Instructional Assistant	Los Amigos Dual Immersion Lester Kelley Special Ed. Instructional Assistant	Manzanita Elementary Brett Tackett Technology Support Liaison	Mesquite Elementary Priscilla Kraft Instructional Assistant
Ocotillo Elementary Brendan Vila Technology Support Liaison	Palmdale Discovery Center Sarah Krekemeyer Paraeducator Moderate to Severe	Palmdale Learning Plaza Miriam Coipel Health Assistant LVN	Payroll Services Elizabeth De La Cruz Benefits/Payroll Clerk
Quail Valley Elementary Denise Hughes Health Assistant	S.A.G.E. Magnet Academy Eric Ware Custodian I	Shadow Hills Magnet Academy Lewis Wright Campus Security Assistant	Summerwind Elementary Lizbeth Bunch Noon Duty/Campus Assistant
Tumbleweed Elementary Travis Loria Custodian I	Yellen Learning Academy LaQuinta Mitchell Paraeducator Moderate to Severe	Yucca Elementary Cynthia Daggon Health Assistant LVN	
	<u>CLASSIFIED DISTRICT EMPLOYEE OF THE YEAR</u> Sarah Krekemeyer Paraeducator Moderate to Severe		

★ Acknowledgments

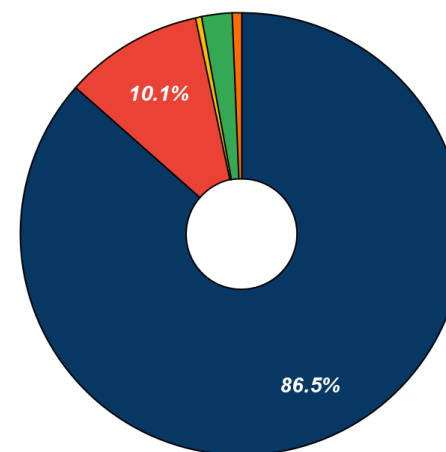
The Personnel Commission of the Palmdale School District has been able to perform its activities and responsibilities in an effective manner and would like to extend our gratitude to the classified employees, the Board of Trustees, CSEA, and District administration for their cooperation and support.

Our sincere appreciation to individuals from other school districts, retired management personnel, Early Childhood Education parent representatives, and employees of the District who graciously gave their time to serve as subject matter experts and/or raters on our virtual screening and interview panels. Your willingness to serve and share your expertise amidst your own busy schedules is invaluable to our operations.

- ★ Antelope Valley Union High School District
- ★ Burbank Unified School District
- ★ Saugus Unified School District

Classified Workforce

The classified workforce for 2022-2023 consists of approximately 1,341 employees that include CSEA bargaining unit members, Noon Duty, Support Services, Confidential, and Management/Supervisory personnel.



● Bargaining Unit Members: 1296 ● Noon Duty: 136 ● Confidential Team: 6
● Support Services Team: 9 ● Support Services Team: 9



PERSONNEL COMMISSION STAFF	
Mary Theus Director	Elvira Cova Personnel Analyst
Esthefany Iraheta Administrative Secretary	Stacey Elliott Personnel Analyst
	Ashley Hoffman Personnel Analyst



The Palmdale PROMISE, including a refocused mission statement, strategic goals, and essentials is foundational in all Palmdale School District Operations.

The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents, and staff so our students can live their lives to their full potential.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: November 8, 2023 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE REQUEST FOR PROVISIONAL APPOINTMENT
RISK MANAGER

BACKGROUND

The Risk Management Department requested consideration of a provisional appointment to temporarily serve as Risk Manager during the incumbent's leave of absence. Pursuant to Personnel Commission rules, the appointing authority may request a provisional appointment when no eligibility list exists for the class or there are an insufficient number of available eligibles (i.e. less than three) on a list for appointment.

STATUS

Debra Ramirez, Risk Management Specialist, has been recommended for the provisional appointment. The Personnel Commission Director verified eligibility in accordance with the minimum qualifications for the higher class. In addition, Ms. Ramirez has the most skill and knowledge to temporarily oversee risk management services in a provisional capacity. The term of appointment is thirty-two (32) business days, commencing November 9, 2023 through December 22, 2023.

Pursuant to the Personnel Commission Rules and Regulations, the services of an appointee shall not exceed ninety (90) days or more than one hundred twenty-six (126) working days in a fiscal year if an extension of the provisional assignment becomes necessary. Moreover, the services of an appointee can be terminated at any time.

RECOMMENDATION

It is recommended that the Personnel Commission approve the provisional appointment as requested and presented.



Risk Management
39139 N. 10th Street East Palmdale, CA 93550
Phone: 661-236-0152
Fax: 661-236-0159

www.palmdalesd.org

Date: October 23, 2023

To: Mary Theus, Director Personnel Commission

From: Dawn Schmucker, Risk Manager

Re: Limited-term or Provisional Appointment for Risk Manager Vacation Coverage

Dear Ms. Theus,

Please be advised that I will be out for industrial medical leave from 11/09/23 – 12/22/23.

Respectfully, I would like to request that Debra Ramirez, Risk Management Specialist, be considered for a limited-term or provisional appointment during my period of absence indicated above.

Thank you in advance for your consideration of my request. Should you need anything additional from me, please feel free to contact me at 661-236-0158.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	November 08, 2023		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR/LVN		

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the Paraeducator/LVN classification is challenging. The classification is posted continuously throughout the 2023-2024 year, with positions difficult to fill because of the licensing requirement. There is one rank containing one eligible presented for approval consideration, that met all minimum qualifications and successfully completed the competitive examination process.

To support the health services needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list with fewer than three ranks for Paraeducator/LVN as presented.

Palmdale School District
Personnel Commission
November 8, 2023

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Paraeducator/LVN	09/15/2022	Continuous	09/26/2023 10/04/2023 10/18/2023 10/27/2023	11/03/2023	11	3	2	1	N/A	1	1	1	11/03/2023	11/02/2024	*Yes	2

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.
The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Director, Personnel Commission
November 8, 2023